

27 January 1978

MEMORANDUM FOR THE RECORD

FROM: [redacted]
NFAC Representative to Records Review Branch, ISAS

SUBJECT: Agreement with [redacted] re Notification of
Change in Classification

I discussed with [redacted] the problem of removing green cover sheets from downgraded Top Secret documents and a method of informing AARC when RRB changes the classification of a document. The discussion moved to Compartmented and RD material also, and we agreed on the following:

1. When AARC sends Top Secret, Compartmented, or RD material to RRB, a list of such material contained in the box will accompany it, if one exists. [redacted] said that the requirement for such a listing is often ignored by those depositing materials with them. Such a listing is in addition to a shelf list, and it is a separate piece of paper.
2. When RRB returns the records to AARC, the listing of Top Secret, Compartmented, or RD material will also accompany the records, with the listing annotated to indicate any changes in classification. Only the words Confidential or Declassified, as the case may be, is necessary.
3. If a separate listing of Top Secret, Compartmented, or RD materials is not received with the material, then RRB may assume that such a listing does not exist and thus there is no need to inform AARC of any changes in classification.

STATINTL

CONCUR:

[redacted]

27 Jan 78
Date